

2016 Election Judges' Manual



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Chapter 5

Chief Judges

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Chief Judges

General Information

The security of voting materials and equipment is very important. You must follow the chain of custody procedures when picking up and bringing back election supplies and equipment including, memory sticks, passcodes, keys, ballot activation cards, and paper ballots. It is also important to maintain security control over the voting equipment. All reports and forms must be completed and signed appropriately.

All election judges are expected to work together as a team to **ensure that the polling place opens on time as required by law and when closing the polls.**

With the exception of the items picked up by the Chief Judges, all precinct supplies and equipment will be delivered to the precinct. The Equipment Transfer Cart will contain the Scanning Unit, one or more Ballot Transfer Bins (containing ballots), the Ballot Marking Device(s) and the supply bags. The BMD/ADA Table will be packed on the top of the cart. The voting booths will be delivered along with the cart, but not packed inside. The electronic pollbooks will be delivered separately.



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It is recommended that three judges remove the Scanning Unit from the Equipment Transfer Cart, since the unit is top-heavy and might tip.



Election Day Preparation

Chief Judge Inspection of the Polling Place

Visit the polling place facility about one week prior to the election to become familiar with the location and room layout including the position of electrical outlets and telephone line.

Contact the Building Services Manager to remind them that the building is to be open by 6:00 am on Election Day. Confirm that you have access to the polling room for your Monday night meeting and set-up. The telephone number of your polling place and the Building Services Manager's name is on the precinct's *Facilities Report* provided to Chief Judges three (3) weeks before the election. If you have a problem obtaining access, call the Board of Elections. Obtain the name and contact information for the individual(s) who will be at the polling place Election Day morning and evening. This person may/may not be the Building Services Manager.

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Verify that the accessible entrance will be open on Election Day. If there is an automatic door opener and it is not working, check to see if it has been turned off.

Locate and ensure that an accessible parking area for elderly voters and voters with disabilities is clear and designated with either permanent or temporary signs.

Review the suggested diagram of your polling place (provided with the Facilities Report) and plan how to best set up your polling site. Choose the best location for the voting equipment and voting booths (providing privacy for each voter), the check-In tables with the Electronic Pollbooks and printers, and the provisional tables. Arrange the site to allow for an efficient flow of voters.

In any election during which high turnout is expected, line management planning and execution become important. This must be done long in advance of voters arriving. Failing to do this may contribute to a confused and even hostile, rather than simply busy, environment. Once crowds are present, it is much harder to implement good line management steps. Where will voters line up for check-In? Where will they line up to wait for access to voting booths or the scanner? Use provided tape to make floor markings in the form of arrows and stopping points on the floor. Make additional signs as needed to guide voters from the entry to check-In and from check-In to the voting booths or the provisional area. Mark the entrance and exits clearly. Use chairs and other excess furniture or equipment to serve as guides or sign holders.

Determine how you would safely evacuate the polling room in the event of an emergency. Use guidelines in the Quick-Start Toolkit.

Precinct Supply Pick-up

The Saturday **before** the election, one Chief Judge is responsible for picking up the precinct's election supplies. Please coordinate the supply pick-up with your counterpart.

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Pick-Up/Return Election Day Supplies:

**18753 N. Frederick Avenue
Suite 105, at rear of the building
Gaithersburg, Maryland 20879**

Please pick-up your precinct supplies during the designated time. You will receive a “pick-up card” prior to Election Day. Place the pick-up card on the car’s dashboard on the driver’s side. If for some reason you cannot pick-up at the designated time, please call your recruiter.

Chief Judge Briefing

The Friday and Saturday before the election Chief Judges are encouraged to attend a pre-election briefing to discuss any concerns they have prior to Election Day (polling place staffing, etc.). During the briefing chief judges will receive updates to election procedures.

Pre-Election Meeting/Set-Up

Contact your counterpart to arrange the time of the meeting and then contact every election judge assigned to the precinct (including technical personnel if applicable) to notify them of the time of the meeting. The standard meeting time is 6:30 p.m. at the precinct.

The two Chief Judges should arrive at least a ½ hour before the Monday night meeting starts to open and inventory the Red Bag with the precinct’s security items (if not done previously). Together, verify all items listed on the inventory list included in the Red Bag. After setting up the polling place re-secure critical items in the Red Bag until election morning using a red lock. Make a list of any missing items and call your Roamer to tell him/her what is needed.

At the pre-election meeting:

1. Review the diagram for your polling place. Ensure that the polling place is properly set up.
 - A. Plan for voter lines at the check-in and ballot table(s) and voting equipment.

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- B. Plan for line management, challengers and watchers, electioneers, and media.
 - C. Check the locations of the doors, accessible entrances and electrical outlets.
 - D. Verify that all voting equipment has been received.
 - E. Arrange your tables, voting booths, and equipment for maximum voter privacy.
 - F. Check the power to the voting equipment and pollbooks.
2. Verify that the polling place entrance, including the accessible entrance, will be open for:
 - A. Election judges on election morning; and
 - B. Voters when voting hours begin and will remain open until closing time.
 3. Verify that the proper amounts of ballots, ballot styles, and ballot activation cards have been delivered.
 4. Check that all supplies have been delivered and that the supplies are in good working order.
 5. Check and verify that all carts, voting equipment, electronic pollbooks, provisional ballot bags, and ballot transfer bins have been delivered and are properly sealed.
 6. Check for damage, make note of anything you find in the *Election Day Log*, and immediately report it to the local board of elections.
 7. If technical assistance is needed, call your Roamer. The name and telephone number for the Roamer assigned to your polling place will be on the *Facilities Report*.

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 **Do not open the scanning unit(s) or run opening reports from the scanning units or electronic pollbooks until election morning.**

8. Set-up the voting booths.
9. Arrange the tables and chairs according to the plan developed during your inspection visit. At this time you should also tape the Pollbook and voting equipment cords, power strips and extension cords (as needed) on the floor to prevent tripping. Use the blue painters' tape.
10. Each table has its own set of supplies. The judges assigned to work a given table during the opening shift on Election Day should set-up that table, so that they have a chance to become familiar with the supplies prior to election morning. ***Refer to the inventory sheets in each Supply Bag.***
11. Open the **Green Supply Bag** and arrange the supplies at each table.
12. Take the signs from the **Blue Bag** and arrange them around the polling room. Do not place the outdoor signs until the morning of the election.
13. **Open the Orange Provisional Bag** and inventory the contents using the list included in the Orange Bag. Verify receipt of the number of ballots listed on the *Provisional Ballot Certificate*. After the chief judges have signed the *Provisional Ballot Certificate* place it in the red folder. Secure the provisional ballots and applications in the Orange Bag with a numbered red lock.
14. Organize and assign duties to your team members for the next morning. Everyone should know what is expected of them the next morning. Be sure the entire team understands the meal arrangements. Use the precinct management plan provided in the Quick Start Toolkit.

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15. Review the **emergency plan** with the team so everyone knows what to do in an emergency. Be sure everyone knows the “meeting” location outside the facility in case of an emergency.
16. Review any new procedures you may have received at the Chief Judge’s Briefing and/or last minute instructions.
17. Remind all judges that it is important to be aware of possible security violations while safeguarding the voter’s right to privacy.
18. Remind all judges that everyone must arrive on time at the polling place and that the polling place **MUST** be ready for voters by 7:00 am. No one may leave the polling place during the day. Even if only one election judge reports to work the polling place **MUST** open at 7:00 am to service voters.
19. Remind the Closing Judges that they must arrive by 6:30 pm on election night.
20. Using the precinct’s telephone, call the Help Desk on 240-777-8543 to report that you are set up.

General Responsibilities of Chief Judges

1. Manage tasks and activities in the polling place. Call the local board of elections for any assistance.
2. Supervise election judges.
 - A. Confirm that all election judges have arrived and are working to open the polling place on time.
 - B. Verify that all election judges have signed the payroll sheet.
 - C. Assign duties and break times, especially for meals. Chief Judges may fill in for election judges to allow for breaks.
3. Ensure that all rules and procedures in this manual, in training, and stated by the board of elections are followed.

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4. Ensure that the polling place operates in a peaceful, orderly manner and in accordance with all applicable policies and procedures.
5. Monitor the line of voters waiting to check-in and to be issued ballots. Also monitor the line of voters waiting for an open voting booth or provisional ballot. Alert the elections office if lines become long (e.g., voters are waiting 30 minutes or longer in line to vote).
6. Ensure that **only** voters who are required to present ID are asked to do so.
7. Assist voters as needed.
8. Answer questions and provide instructions to voters, election judges, the media, and challengers and watchers. Serve as a liaison between people in their polling place and the local board of elections.
9. Record any problems, issues, or unusual situations in the *Election Day Log* including:
 - A. Any alleged malfunction of the voting equipment (Scanning Unit and Ballot Marking Device), electronic pollbooks, or other equipment;
 - B. Issues that may require further investigation; and
 - C. Issues regarding the conduct of challengers and watchers, election judges, media, electioneers, and voters.

Be specific and include the voting equipment number and the names of all people involved.

10. Report any potential issues with voting equipment to the Roamer or by calling the Help Desk on 240-777-8543.

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11. Ensure that voters do not leave the polling place with voting equipment, supplies, voter authority cards, ballot activation cards, or ballots.
12. Periodically check the power supply and the charging status of all voting equipment.
13. Ensure that tamper tape is properly attached to the voting equipment, transfer bins, and carts, and is not voided.
14. Ensure that all rules and procedures for polling place security and voting equipment security are followed as outlined in *Chapter 2 – Security Rules & Awareness*.
15. **Ensure that voting equipment, including any that are shut down, are not removed from the polling place without authorization from the local board of elections.**
16. Ensure that all forms are completed and signed as required.

Absent Election Judges

If an election judge does not arrive at the polling place by the time designated by the local board of elections, notify the local board of elections **immediately**. The local board of elections will send a replacement election judge as soon as possible or instruct you to appoint replacement election judges in accordance with State law.

⚠ Election judges must continue to set up the polling place and open the polls on time, even if only one political party is represented among the election judges.

Election Morning Set-Up

Check-in Area Set-up

Ensure that:

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1. Check-in judges have received and read the *Check-in Judge's Job Guide and Checklists*;
2. Electronic pollbooks and printers are set up;
3. The *Ballot Counts Report* and the *Voter Counts Report* have been printed from the electronic pollbooks and taped to the *Electronic Pollbook Integrity Report*;
4. The "Opening" section of the *Electronic Pollbook Integrity Report* has been completed and signed;
5. All power cords and cables are plugged in and are properly secured or out of the way; and
6. Check-in table supplies are set up.

Ballot Area Set-up

Ensure that:

1. Ballot issue judges have received and read the *Ballot Judge's Job Guide*;
2. The *Ballot Certificate - Opening* has been completed and signed;
3. All ballots and ballot activation cards are accounted for and secured; and
4. Ballot table supplies are set up.

Voting Area Set-up

Ensure that:

1. Voting judges have received and read the *Voting Judge's Job Guide*;

Chief Judges

2. All voting equipment and voting booths are set up and opening procedures are completed;
3. The Ballot Marking Device (BMD) is set up and the headphones and keypad are ready to use;
4. A Consolidation Report and three Zero Reports have printed from the Scanning Unit.

Then:

1. Separate (cut) the Zero Reports below the signature section;
2. Sign all three Zero Reports;
3. Attach the first Zero Report (with the Consolidation Report still attached) to the *Scanning Unit Integrity Report - Opening*;
4. Place the second Zero Report in the Black Memory Stick Security bag; and
5. Post the third Zero Report for public viewing.

Then ensure that:

1. All compartments on the Scanning unit and BMD are locked and tamper tape or seals have been applied, as required;
2. All power cords are plugged in properly; and
3. All voting equipment supplies are checked and set up.

Provisional Voting Area Set Up

Ensure that:

1. The provisional ballot judge has received and read the *Provisional Ballot Judge's Job Guide*;

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2. All provisional supplies have been checked; and
3. The *Provisional Ballot Certificate - Opening* has been completed.

Other Areas Set Up

Ensure that:

1. All election day signs have been posted (see *Quick Start Toolkit* for pictures of all of the signs);
2. The “No Electioneering” zone has been marked;
3. Accessible parking spaces are marked and open to voters;
4. The accessible entrance to the polling place is open and clear of obstacles;
5. Any other items sent to improve accessibility have been set up; and
6. There are no obstacles and hazards inside the polling place that could cause injury.
 - A. Fasten floor mats, rugs, and power cords securely or move them out of the way; and
 - B. Keep floors as dry as possible.

During Voting Hours Responsibilities

Check-in Area

1. Check that all electronic pollbooks are synchronized and charged.

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2. Check that check-in judges are efficiently processing voters including initialing and highlighting the precinct, party and ballot style on each voter's VAC.
3. Assist with voters qualified for a provisional ballot as needed.
4. Complete *Voter Assistance Forms* and *Challenged Voter Affidavits* as needed.
5. If necessary, complete the "During Voting Hours" section of the *Electronic Pollbook Integrity Report*.
6. Provide assistance to voters with disabilities as requested.
7. Ensure that all voters in line at 8:00 p.m. when the polls close are allowed to check in.

Ballot Area

1. Verify that the voter has signed the voter authority card (VAC) and that the Check-in Judge has initialed the VAC on the correct line;
2. Initial VACs presented by voters;
3. Read the voter's VAC to determine the correct ballot style;
4. Issue the correct ballot to voters;
5. Issue ballot activation cards to voters using the BMD;
6. Direct voters to the voting area to vote; and
7. Keep unvoted ballots secure at all times.

Voting Area

1. Check that all voting equipment is plugged in and charging.

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2. Check that all tamper tape is properly installed and not voided.
3. Check that seals are properly applied and intact.
4. Periodically count and bundle the number VACs collected at the scanning unit.
5. Periodically check the “Public Count” on the scanning unit to prevent exceeding the capacity of the ballot transfer bin located inside the scanning unit.
6. Ensure that all voters in line at 8:00 p.m., when the polls close are allowed to vote.

Provisional Voting Area

1. Monitor the supply of provisional ballot applications and ballots.
2. Process provisional voters.
3. Verify that each provisional application is completed accurately, completely and signed by the voter.
4. Check that the Provisional Ballot Bag(s) is/are not full.
5. Check that the Provisional Ballot Bag(s) remain locked and are secured.

Other Areas

1. Periodically check the line of voters waiting to vote. Use the line management strategies listed in *Chapter 1*.
2. Post and call in voter turnout numbers as instructed by the local board of elections.
3. Check activity outside in the “No Electioneering” zone.

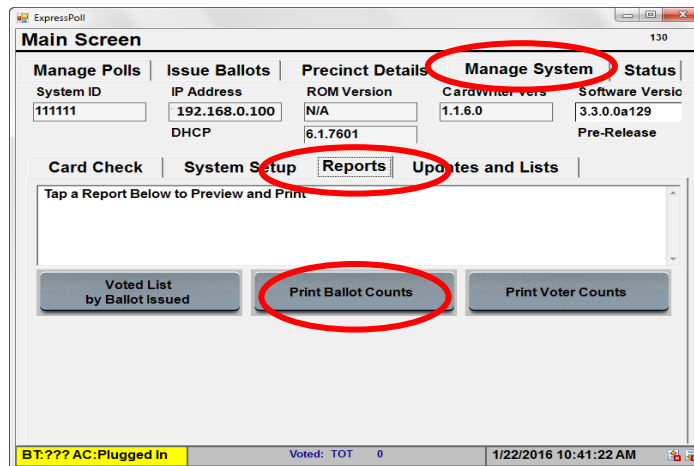
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4. Check that accessible parking and the path from the parking lot to the voting room are not obstructed and are clearly marked.
5. Ensure that the accessible entrance is unlocked and the path to the voting room is clearly marked.
6. Complete the *Election Day Log* as needed.

Voter Turnout Reports

At 11:00 a.m. and 4:00 p.m., print and post for public viewing the Precinct Unofficial Turnout Report.

1. From one pollbook print the Voter Counts Report:
 - a. Press the “Return to Main” button;
 - b. Press the “Manage Systems” tab
 - c. Press “Reports” tab
 - d. Press “Print Voter Count Reports” and report will print.



2. Tape the Voter Counts Report onto the Precinct Unofficial Turnout Report form in the space provided and write the precinct number on the appropriate line;
3. Post the Precinct Unofficial Turnout Report for public viewing.
4. Record in Chief Judge Log that report was posted.

Precinct Unofficial Turnout Report
REPORTAJE NO-OFICIAL DE VOTACIÓN

(Post for Public Viewing)

Primary Election
Elecciones Primarias

General Election
Elecciones Generales

District/Precinct
Distrita/Precinto

At 11:00 AM and 4:00 PM

Print the ***Consolidated Voter Counts Report***
from one pollbook and attach here.

Directions for printing report:

1. Tap **"Return to Main"** button
2. Tap the **"Manage System"** tab (top right)
3. Tap the **"Reports"** in the middle of the screen
4. Tap **"Print Voter Counts Report"** button

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After the Polls Close

Voting Area

As soon as the last voter has left the precinct:

1. End the election on the scanning unit. This is done by the two Chief Judges (or a **bipartisan** team of judges which includes a Chief Judge).

Follow the specific instructions in Chapter 17 *Ending the Election*.

2. Important Reminders:

- a. Print three Totals Reports from the Scanning Unit, as directed in Chapter 17.
- b. Both Chief Judges and each judge assisting with closing the scanning unit must sign the reports;
- c. Put the **first** report in the **Black** Memory Stick Security Bag and the **second** report in the **Red** Memory Stick Security Bag;
- d. Press “Cancel” then “Finished – Turn Off” to power off the Scanning Unit;
- e. Allow all lights in the front of the access compartment and on the display screen to go completely dark and unplug the unit from the power outlet **BEFORE** removing the memory sticks;
- f. Pull the **Rear Memory Stick** from the rear compartment and verify the serial number in column G of the *Scanning Unit Integrity Report – Closing*;

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- g. Close and lock the rear access door, do not apply new tamper tape;
 - h. Immediately put the **Rear Memory Stick** in the **Black Memory Stick Security Bag** (with the first results report) and seal the bag;
 - i. Complete the ***Precinct Chain of Custody Form – VOPD Rear Memory Stick(s)*** with the Voting Operations Judge - Driver (VOP-D) assigned to transport the memory stick;
 - j. Give the bag to the VOP-D for **immediate** delivery to the election night reporting location indicated on the bag; and
 - k. Follow the instructions in Chapter 17 *Ending the Election* to complete the closing of the Scanning Unit; including removal of the **Front** Memory Stick from the front compartment, securing the blue **Ballot Transfer Bin(s)** and completion of the *Scanning Unit Integrity Report – Closing*, ***Precinct Chain of Custody Form for Closing Judges*** and ***Precinct Chain of Custody Form for Ballot Transfer Bins***.
- 3. Close and pack the Ballot Marking Device and apply new tamper tapes and seals, as appropriate.
 - 4. Complete the closing section of the *Ballot Marking Device Integrity Report*.

Check-in Area

Ensure that:

- 1. The final *Ballot Counts Report* and the *Voter Counts Report* have been printed from the electronic pollbooks and have been attached to the *Electronic Pollbook Integrity Report*;
- 2. All electronic pollbooks and printers are shut down and packed;

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3. The “Closing” section of the *Electronic Pollbook Integrity Report* has been completed;
4. All power cords and cables are packed; and
5. All other check-in supplies are packed.

Ballot Area

Ensure that:

1. The “Closing Information” section of the *Ballot Certificate* has been completed; and
2. All ballots and ballot activation cards have been accounted for and supplies are packed.

Voting Area

Ensure that:

1. All voting equipment is closed, sealed and packed, including any cables or cords;
2. Voting booths are disassembled;
3. All VACs have been sorted, counted and bundled in groups of 25, by party, and recorded on the VAC Worksheet and VAC box sticker;
4. Privacy sleeves and associated equipment are collected and supplies are packed.

Provisional Voting Area

Ensure that:

1. The provisional ballot bag is locked and sealed;

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2. All provisional VACs are counted;
3. All provisional supplies have been packed; and
4. The *Provisional Ballot Closing Certificate* has been completed.

Closing Summary Report

1. Complete the *Closing Summary Report*. Use the information from the other reports as indicated on the *Closing Summary Report*.

Other Areas

Ensure that:

1. All signs have been taken down and packed;
2. “No Electioneering” signs/tape have been taken down and packed;
3. Any other items sent have been packed (traffic cones, ramps, accessibility equipment, entrance signs, etc.); and
4. The polling place has been left in a clean condition, with all materials to be picked up later placed in a secure location (as instructed by the local board of elections).

Voter Identity Challenges

The right of an individual to vote may be challenged **ONLY** on the grounds of identity. **The challenge must be made before the individual is issued a ballot, ballot activation card, or a voter authority card.**

Individuals (i.e., accredited or non-accredited challengers and watchers) may enter the polling room for the sole purpose of challenging the identity of other individuals trying to vote. A non-accredited challenger must follow the same rules and restrictions as an accredited challenger or watcher but must leave the polling place

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as soon as the challenge is made. A majority of election judges may limit the number of challengers or watchers in the polling place.

Election judges may also challenge the identity of an individual trying to vote. If this happens, follow all procedures for challenging a voter's identity. Unlike other non-accredited challengers, you are not required to leave the polling place following a challenge.

If a voter's identity is challenged:

1. Ask the voter for an acceptable form of ID.

The following are acceptable forms of ID:

- A. The individual's voter registration card;
- B. The individual's social security card;
- C. The individual's valid Maryland driver's license or MVA ID Card;
- D. Any ID card issued to the individual by the federal, State, or local government;
- E. Any employee ID card of the individual that contains a photograph of the individual and is issued by the employer; or
- F. A copy of a current bill, bank statement, government check, paycheck, or other government document that shows the name and current address of the individual.



The individual's social security card is an acceptable form of ID for a challenged voter. However a social security card is not an acceptable form of ID for a voter whose "status" is "pending" ("Pend1" or "Pend2") in the electronic pollbook.

2. If the voter presents an acceptable form of ID have the voter return to the check-in line to continue the check-in process.
3. If the voter cannot present an acceptable form of ID:

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- A. The challenger and challenged voter must complete their portions of the *Affidavit for Challenger & Challenged Voter*. The chief judge must witness the challenger and challenged voter signing the affidavit and may provide additional information in Part III;
 - B. Have the voter return to the check-in line to be checked in as a provisional voter (provisional reason code #8 “Identity challenged and cannot provide acceptable form of ID”);
 - C. Escort the voter to the provisional ballot judge; and
 - D. Instruct the provisional ballot judge to tape the *Affidavit* to the outside of the voter’s provisional ballot envelope.
4. If election judges believe a challenger or watcher is making challenges that are not supported by specific information about the voter’s identity, call the local board of elections office for assistance.

Equipment Issues (Incident Report)

If any voting equipment, electronic pollbook, or any other equipment malfunctions, investigate the incident. If necessary, call for the Roamer or call the help desk on 240-777-8543.

An *Incident Report Form* must be completed by the technician to document specific information about the incident. Both Chief Judges must sign the *Incident Report Form*.

Also chief judges must record a description of all incidents in the *Election Day Log*.

The original *Incident Report Form* is returned to the local board of elections.

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Extended Voting Hours

The local board of elections will notify you if an order extending voting hours is issued. The local board of elections will instruct you when to open the Extended Voting Hours Envelope.

⚠ Do NOT open the sealed Extended Voting Hours envelope unless instructed by the local board of elections. Refer to the Quick Start Toolkit for more information.